

Professional and Managerial Branch
Cultural Group
Historic Preservation Series

CRIME ANALYST

12/98 (JAS)

Summary

Under direction, as first line supervisor of a civilian staff section implement, maintain and coordinate a comprehensive crime analysis program, and advise on deployment of police resources.

Typical Duties

Develop, organize, execute and evaluate administrative plans and methods for compiling, maintaining, interpreting and reporting statistics by type of criminal activity and on a department-wide basis. Involves: recommending new and changed objectives, services and resources needed, and discussing related problems at meetings with Police command personnel as required; determining dedicated software and hardware requirements and feasibility in conjunction with information systems personnel; identifying sources and soliciting or securing approval for grants and other alternate funding; establishing procedures and defining standards to ensure validity and reliability of studies; planning projects to ensure quality and timeliness of data collection, documentation and analyses.

Direct or conduct regular and special crime analyses of individual cases, types of activity (e.g., auto theft) and their interrelationships as requested. Involves: identifying and gathering a wide variety of pertinent data from diverse sources such as economic and crime incident reports, censuses, suspect and offender files, records of outside agencies, and crime information networks; designing and testing general and specific statistical and mathematical crime prediction and resource allocation models; customizing procedures for and performing data gathering, recording, calculation and interpretation; ascertaining significance of and tracking crime trends, locations patterns, occurrence time lines, evidence correlations and other factors that may influence crime control or investigation tactics.

Direct or consult with Police units, City officials and other functionally interested departments, other law enforcement agencies and the general public to train staff, present recommendations and exchange information. Involves: conferring with sworn personnel singly and in groups to introduce new and changed services, instruct in techniques, and explain findings and deployment suggestions which includes regularly visiting various police stations; representing Department on crime analysis conclusions and services issues at meetings of City council, or advisory, community or interagency committees; preparing, displaying and issuing reports, manuals, charts, tables, maps, calendars, and other narrative and graphic materials regarding special studies, assigned cases, section operation and related subjects, including those that deal with conditional probabilities, statistical inference and operations research practices.

Supervise a group of professional research assistants and clerical support as assigned. Involves: scheduling, assigning, instructing in, guiding, checking and evaluating work of nonsupervisory exempt administrative subordinates; arranging for or engaging in employee training and development; enforcing personnel rules and regulations including those pertaining to standards of conduct, work attendance and safe work practices; counseling, motivating and maintaining harmonious working relationships among section staff; recommending staffing and employee status changes; interviewing applicants.

Perform other related professional and general section administration duties as required. Involves: participating in activities, such as unit long and short term planning, cost estimating, budget preparation and expenditure control, and records management and report compilation and presentation.

Minimum Qualifications

Training and Experience: Graduation from accredited college or university with a Bachelor's Degree in Business or Public Administration, Psychology, Sociology, Criminology, Police Science, Criminal Justice or related field plus at least three (3) years progressive professional experience in information gathering and statistical analysis, or logistics or operations research for a large, diverse organization; or equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: theories and methods of advanced statistics, logistics or operations research. Good knowledge of electronic data processing and administrative techniques.

Ability to: comprehend and apply criminology concepts and law enforcement procedures and regulations to

allocation and deployment of resources for crime control; identify, compile, organize and analyze data to determine relevance to and forecast crime activity; apply statistical and mathematical modeling principles to police operations and crime conditions; establish and maintain cooperative working relationships with own and other law enforcement agency personnel, other City departments and officials, and the general public; communicate explanations of statistical analyses and actions recommended orally, in writing and graphically which includes preparing and presenting thorough, clear and concise technical reports; plan and administer functions of a staff advisory unity; firmly and impartially exercise delegated supervisory authority.

Special Requirements: Pass comprehensive background investigation.

Director of Personnel

Department Head